



Chapin Presbyterian Director of Youth Ministries Job Description

Position Title: Director of Youth Ministries

Position Type: Full Time

Reports To: Pastor of Discipleship

Job Description:

The Director of Student Ministry is responsible for leading the Youth Ministry (grades 7-12) of Chapin Presbyterian Church (CPC) to encourage and equip them towards their relationship with Christ and extend the ministry beyond the church.

Church Mission Statement:

The mission of Chapin Presbyterian Church is to magnify Christ in hearts, homes, and the world.

Ministry Expectations:

1. Leadership

- Create a dynamic, meaningful, and safe (physically and emotionally) atmosphere for spiritual growth among students 7th-12th grade.
- Establish meaningful personal relationships with the students of the congregation and community as a whole by investing in their lives.
- Recruit, inspire, train, empower and equip ministry volunteers to support the vision of the student ministry, as well as coordinate ministry volunteer scheduling.
- Lead and guide the Student Ministry Committee for planning, collaborating, calendaring, and accountability in your role.
- Develop leadership with the Student Ministry using older students to plan and implement different ministry aspects.
- Connect with local school administrators and build a presence on local campuses.

2. Planning

- Strategically develop formation events including but not limited to Sunday School, Youth Group, Bible Studies, Mission Trips, Service Projects and Conferences.
- Coordinate alongside your Student Ministry Team/Summer Interns to assist in a summer schedule of events.
- Coordinate the Student Ministry plans with yearly plans of the whole Church.

3. Communication

- Utilize social media for connection and communication with students and parents in an appropriate godly manner.
- Prepare written communications and updates regarding Student Ministry for parents and church family (i.e. weekly youth emails, weekly church newsletter, occasional mail, texts, website, app etc.).
- Create an effective informational network to communicate schedules and responsibilities to ministry volunteers.
- Maintain the Student Page of the church website with assistance from the Office Coordinator.

4. Finances

- Prepare and administer budget within the established guidelines and in compliance with the CPC policies and procedures.
- As a good steward, purchase supplies and maintain the budget in compliance with CPC policies and procedure.

5. Safety

- Oversee the safety of youth while in programming at church, as well as the care of all church facilities.
- Ensure proper background checks for all youth ministry volunteers prior to their participation in accordance to our Child and Youth Protection Policy.
- Assist the church office with maintaining necessary student records.

6. The Student Ministry Director shall...

- Be under the direct supervision and report directly to the Pastor of Discipleship
- Assist the Pastoral Team with ministry care as it relates to youth ministry.
- Work in close cooperation with staff, Session, and other leadership teams.
- Complete other duties as assigned.

Qualifications:

- A commitment to the Christian faith with a desire to deepen and mature your relationship with the Triune God.
- An excitement and interest in teaching youth about the Triune God.
- Proven ability to work effectively with youth, parents, diverse individuals, and teams of volunteers.
- Bible College, Youth Ministry or equivalent theological education. Appropriate Bachelors Level Degree or equivalent will be considered if candidate demonstrates sufficient experience or training in Christian ministry.
- Understanding of Presbyterian polity, worship, and theology, or the willingness to learn.
- Excellent written and verbal communication skills, organizational skills, conflict management, and computer skills.
- Salary and benefits included based on experience.

Additional Information:

To apply please send the following to chapinpres@outlook.com:

- Resume (Prefer PDF)
- Statement regarding your philosophy of youth ministry
- Cover letter addressing this position description and your qualifications
- Two personal references and two ecclesial references from your current church